



## PARTNERSHIPS FOR OPENING DOORS

A summit on integrating employment and housing strategies to prevent and end homelessness

### Final Instructions to Communities

- The Partnerships Summit will begin promptly at 9am and end by 5PM in the Great Hall at the U.S. Department of Labor, 200 Constitution Ave, NW, Washington, DC. Community teams should plan to arrive at 8am to conduct set up and register. All other participants should plan to arrive by 8:30am for registration and networking.
- Please come prepared - read the Community Profiles for each community and study the background documents that are available on the summit website. We have been diligent to develop materials that will help you be prepared to provide important and critically needed recommendations and generate new ideas.  
<http://usich.gov/partnerships-for-opening-doors-summit>
- Metro is the recommended mode of travel to get to the Summit. Use the Red Line to arrive at Judiciary Square.
- As you get off the metro, use the Courthouse Exit then cross the street. You should see the Frances Perkins Buildings straight ahead, and the DOL is on your left. You will cross 3<sup>rd</sup> Street and use the 3<sup>rd</sup> and C St. NW entrance near the fountain.
- As you approach the front of the building, on your right-hand side is a designated security entrance.
- Event signage will direct you to the appropriate door for Summit participants. Staff will be available to direct you following security.
- If you are driving, there is a parking garage behind the building; cost is at least \$20 to park for the day.
- All visitors will need some form of government ID to enter the building.
- A light breakfast will be available before the Partnerships Summit begins. There will be a box lunch and afternoon refreshments. We will try to accommodate your dietary needs.
- Dress for the Partnerships Summit is business casual. We are unsure of what the room temperature will be, so please dress in layers to allow you to warm up or cool down if necessary.
- The room will be large so acoustics may present a challenge. Make sure to speak clearly.
- Prepare to do interactive work with others, so leave your office work behind and be prepared to fully engage in the small group activities.
- There will be a place to store luggage and a coat rack will be available.
- Community teams: You may place business cards and brochures in front of your poster during the Gallery Walk.
- If you have any special needs, please be sure to let us know how we can accommodate you.
- I will be arriving in Washington, DC on Wednesday, October 15. If you need to reach me about anything, as always feel free to email me at [alex@poppeassociates.com](mailto:alex@poppeassociates.com). However, once we are in DC I cannot be sure that internet access will be readily available. If you have any pressing concerns, you may reach me on my cell phone at (614) 214-7514.